

VACANCY ANNOUNCEMENT # 07/03/13

POSITION: CONSULAR ASSISTANT, FP-7 (Job Share)

From: HR - Marianne Kompa
Open to: U.S. Citizen Eligible Family Members (AEFMs) - All Agencies
Opening Date: March 12, 2007
Closing Date: April 10, 2007
Work Hours: Job share - 20 hours per week

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Lima is seeking a U.S. Citizen Eligible Family Member (AEFM) for employment in country for the position of Consular Assistant in the Consular Section. Twenty hours of the job share will be available o/a mid-June 2007.

Basic Function of Position

The incumbent is responsible for collecting fingerprints or other biometric data from non-immigrant visa applicants, maintaining database of petition based employment visas and assisting vice-consuls in adjudication of those visas by reviewing application materials prior to interviewing; tracking cases and coordinating with the Fraud Prevention Unit (FPU).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2168.

Qualifications Required

- 1. Education:** College degree in Liberal Arts is required.
- 2. Prior Work Experience:** At least three years of customer service or administrative experience is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability is required. Level II (Limited) Speaking/Reading Spanish ability is required. This will be tested.

4. Skills and abilities: Level I (20 wpm) typing ability is required. Computer skills on a variety of software applications (MS Word, Excel, Outlook, etc.) are required.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizens EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Position requires a Secret level security clearance.

To Apply

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Memorandum of Application and a resumé,* please contact the Human Resources Office, extension 2168 for this form or download the form from the intranet (HR Forms).

2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

Human Resources Office

Av. Lima-Polo Cdra. 1 s/n

Monterrico - Lima 33

Monday thru Friday, from 9.00 am to 2.00 pm

(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2168

Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: April 10, 2007
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: CONS - Amber Baskette _____